Acting Chief, Personnel Division

14 September 1950

Chiof. Services Division

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Interviewing of Applicants for Services Division

1. Reference is made to several conversations between this office and members of the Porsonnel Division regarding interviews with a plicants for positions in Services at the GS-5 level or equivalent and below.

2. Although it is the policy of the Personnel Division to

aseign individuals in these grades to an operating activity without prior interview, an exception to this policy is requested for the Services Division for all positions other than elerical, typist, or stangaraphic. Recently, arrangements were made by this office with of your whorehy photographers would be referred to us for interview. Interviews are desired for other than elerical, typist and stangaraphic positions in view of the varied categories of positions in Services requiring special types of experience, such as reproduction and photographic, bindery, procurement and supply, auditing, telephone installations and services, switchboard, etc., and familiarity with operation of certain vehicles, machines,

3. Your consideration and concurrence in the above will be appreciated.

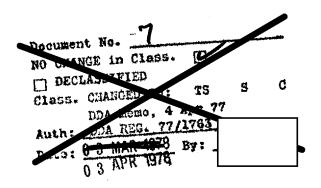
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MEW/fem co: MIM Chrono Person. Div. file Procedure file Ohf. Ser. Div. Pers. file

presees, fork lifts, etc.



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